

## ***CIA RECORDS MANAGEMENT BOARD***

14 October 1970

MEMORANDUM FOR: Members of the Records Management Board

SUBJECT : Report on Status and Plans for Directorate  
Microfilming

1. At the Board's Microfilm Roundtable of 24 September, at the recommendation of the DCI Representative, it was decided that each Directorate Representative would prepare a two-part report to the Chairman concerning:

A. The status of Directorate microfilming today

- (1) What: ---  
(The Systems and Sub-systems or Applications in being and the Files involved.)
- (2) Where: ---  
(The Components operating these microform activities and Components using or influenced by them.)
- (3) How: ---  
(The Work force size being utilized whether staff or contract, and the numbers and types of equipment employed, whether owned, rented, or belonging to a support operation or the contractor doing the job.)
- (4) Volume: ---  
(The cubic footage of record material in the file and being converted to microform per year in each system or application.)

B. The plans for Directorate microfilming thru 1975:

- (1) Immediate Plans: ---  
Current activities and developments underway.  
(The what, where, how and volume is necessary here too.)
- (2) Intermediate Plans: ---  
Possibilities of the next 2 to 3 years.  
(Details will be less but the volumes involved are needed.)
- (3) Long Range Plans: ---  
Concepts worthy of consideration that should be developed by 1975. (Available details and volume estimates.)

2. Part "A" of the report will be a review, verification, and up-dating of the December 1969 inventory which each member received in early 1970.

3. Part "B" of the report should be a reasonable and practical educated projection by the Directorate Board member. It is not intended as a budgeting commitment for funds and personnel nor a PPB request. Further, to identify the microfilm possibilities, plans, and aspirations we should not require an official coordination which will consume manpower and time all out of proportion with the objective of this Board analysis of Agency microfilm activities and trends.

4. The initial goal being sought from this itemization of plans and potentials is to identify whether or not the Agency will be microfilming more than 5,000 cubic feet of active or inactive records and reference material per year by 1975. For your consideration I am including the attached form which is to be used by DDS Offices to gather current information on files that warrant further study as microfilming candidates. Further, the Records Center Chief has identified several retired DDS collections that meet the microfilming criteria. You are urged to discuss with him similar possibilities concerning retired records from your Directorate.

5. Because of the approaching Annual Conference of Records Officers, in which all the Board members are expected to participate, the report deadline has been extended to 16 November instead of the originally mentioned end of October. Further, some initial research and analysis should be completed during these next two weeks in order that we may discuss our report progress at the next Board meeting (Monday afternoon, 26 October) and perhaps modify or expand the report coverage based upon our preliminary experience.

STATINTL

 Chairman

Att: Form 3239